

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**LOCKSMITH**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Locksmith is a stand-alone classification in the Trades series. Incumbents are responsible for performing specialized work in installing, adjusting, servicing and repairing locks, locking devices, doors and door hardware on City buildings, facilities and equipment.

The Locksmith is distinguished from other classifications by its responsibility for journey level locksmithing work.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Installs, services, adjusts, modifies, and repairs locks, locking devices, doors, and door hardware, including repining cores.	Daily 40%
2.	Cuts and issues keys, maintaining related records associated with the distribution of keys to employees.	Daily 10%
3.	Designs keying and locking systems for buildings and facilities; designs, builds, and installs special security hardware.	Weekly 10%
4.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
5.	Monitors and maintains supply and equipment inventory and requisitions replacement items.	Weekly 10%
6.	Participates in preparing and maintaining records related to operational activities.	Weekly 5%
7.	Installs, services, and maintains electronic hardware, including key pads, and creates key codes and related keyless entry systems.	Monthly 10%
8.	May assist in performing general building maintenance work on a variety of building equipment, electrical fixtures, plumbing, and/or other related items.	Varies 0 – 5%
9.	Performs other duties of a similar nature or level.	As Required

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **LOCKSMITH**

---

#### **Training and Experience** (positions in this class typically require):

- Three years of journey level locksmithing experience in the installation, maintenance and repair of various types of locks and locking devices is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Certified Registered Locksmith
- Basic Class C License

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Locksmithing practices and procedures;
- Key and locking systems;
- Good working knowledge of the BEST locking system and devices;
- Knowledge of panic hardware and door closers;
- ADA and code requirements;
- General building maintenance principles, practices and codes;
- Safe work practices and procedures.

#### **Skills** (position requirements at entry):

Skill in:

- Installing, servicing, adjusting, modifying, and repairing locks, locking devices, doors, and door hardware
- Safely operating and maintaining applicable tools and equipment
- Preparing, analyzing, and maintaining operational records
- Estimating time, materials, tools, and equipment requirements for jobs
- Monitoring and maintaining supply and material inventory
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **LOCKSMITH**

---

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, and oils.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008